

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION ☐ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0230973	10. Budget Program Number 23341	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Human Service Specialist	
3. Division West Region			12. Proposed Class Title	
4. Section ISD	For Use By Personnel Office	13. Allocation		
5. Unit PPS Eligibility		14. Effective Date		
6. Location (address where employee works) City Garden City County Finney		15. By	Approved	
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. %		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		

Agency
Number

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name Douglas L. Stout Title Public Service Administrator II Position Number K0044480

Who evaluates the work of an incumbent in this position?

Name Douglas L. Stout Title Public Service Administrator II Position Number K0044480

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee is given latitude to perform tasks within the time framework of policy manuals, clarifications, Federal and State regulations and State or Area procedures. Goals and objectives are established for this position by the Supervisor. State and local training will be provided to assist the employee in learning policy and procedures. Unit meetings, conference, and reports will be used to provide and evaluate goals, results and performance.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
- () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- (X) Major program failure, major property loss
- () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
95%		<p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission Vision, and Guiding Principles of the agency to peers, customer and public, Identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency. Understand and provide excellent customer service both internally and externally, serve as a positive role model, and Work cooperatively with peers, staff, customers, community partners and the general public.</p> <p><u>1. ELIGIBILITY DETERMINATION</u></p> <ul style="list-style-type: none"> • Accurately and timely (within 30 days) determines initial and on-going eligibility for all children who come into State custody for federal IV-E funding and medical eligibility within their assigned caseload. This task will require analyzing, interpreting, and applying numerous complex policies and regulations to the situation. Assess and verify information obtained from family and other sources. Implements federal (IV-E) or State (GA) funding guidelines for foster care, KDOC and Indian Tribal cases. • Investigates customer's circumstances through the use of available computer information systems, research of records provided by customers, and community sources to gain adequate information to make eligibility decisions. • Utilizes fundamental accounting principles and general understanding of legal terminology and principles to analyze, quantify and apply policy. • Apply all current Federal and State rules and regulations Title IV-E eligibility funding which will require a high degree of concentration for the purpose of maximizing Federal Financial Participation • Obtains appropriate information and documentation using the application, collateral interviews, phone contacts, internal and external collateral contacts or written verifications. Completes all required documentation to open, review, update, transfer and close foster and family cases on all systems (KANPAY, KAECSSES, MMIS, CLARIS, FACTS and KEES) • Determines IV-E eligibility for children participating in and/or receiving social services based on information obtained and PPS Policy and Procedure Manual. • Complete applications for DCF to become the representative payee on all foster case children in DCF custody receiving social security benefits. This will include maintain ongoing case management regarding SSA and SSI benefits with the Social Security Administration and processing allowable expenditures from the WARDS System. <p><u>2. CASELOAD/WORKLOAD MANAGEMENT</u></p> <ul style="list-style-type: none"> • Conducts and completes case reviews yearly. • Organizes and manages caseload/workload using computer and manual information systems, alerts, system data, and reports. Plans, implements and updates time management strategies to ensure the quality, quantity, and timely completion of job duties. • Establish and maintain files containing all necessary documentation to support eligibility according to established policy and has file audit ready at all times. • Receives information from other agency staff, stakeholders, courts, and other sources and shares information with, a variety of stakeholders, professional staff, public and private agencies, service providers, contractors, courts, employers, businesses, attorneys, financial agencies, KDOC case managers, to update and re-determine correct eligibility. • Takes action on cases as needed when new information is discovered/reported.

		<ul style="list-style-type: none"> • Transfers files to other DCF Offices and Region as needed. • Collaborates with other agency staff in the investigation and determination and collection of overpayment or resolution of under-payments of customer benefits. • Coordinates and resolves issues related to KAECSSES, WARDS, FACTS, MMIS, SOCIAL SECURITY, ICPC, IRS, CLARIS, CSS and KEES • Prepares case files for case reads and audits. • Develops and maintains a good working relationship with all agency staff and community resources. • Actively participates in the Regional Quality Assurance Process to assure the accuracy of eligibility determination and re-determinations. • Participates in Peer Review process. <p><u>3. SUPPORT SERVICES AUTHORIZATION</u></p> <ul style="list-style-type: none"> • Reviews WARDS for payment accuracy and timeliness using established guidelines. • Determines disbursement, conservation and monitoring of benefits received by DCF custody youth, including establishment of WARDS accounts. <p><u>4. COMMUNICATIONS/DOCUMENTATION</u></p> <ul style="list-style-type: none"> • Answers inquiries from EES Workers, FACTS workers and FATCS Expert and other agency staff based on information in the computer system and the paper file. Provides information in a courteous manner. • Documents contacts, activities, and all case specific information in a timely, clear and factual manner on required forms, in electronic systems, and in all correspondence according to program format requirements in order to provide verification, evaluates quality of services rendered, to justify case action that is taken, and to determine the likelihood of participant successes or need for further services. • Maintains clear and timely records of eligibility for programs by PPS. Maintains IV-E Database. Inputs FACTS information into the system and generates a FACTS face sheet and enters required information into the CASIMS /KDOC system. . • Uses excellent writing skills while always maintaining appropriate confidentiality. • Generates information and provides technical assistance related to foster care cases. Functions as a liaison between Social Services and CSS for referral process and provides copies of orders as determined necessary. <p><u>5. POLICY AWARENESS/IMPLEMENTATION</u></p> <ul style="list-style-type: none"> • Receives, interprets, understands and operationalizes program, Area, Federal and State policies and procedures. • Maintains reference manuals and all resources materials. • Correct eligibility cases reads within 10 working days.
5%		<p><u>Other Duties as Assigned</u></p> <ul style="list-style-type: none"> • Completes agreed upon tasks that are not specifically outlined in the position description but are important to the mission and vision of the agency, the region and out consumers. • Actively and regularly participates in supervisory conferences and unit meetings. • Is responsible for individual learning by attending and participating in agency related trainings as specified in the Regional Training Plan, agency PPM revisions and other workshops to enhance skills as negotiated with the supervisor. • Other duties as assigned by direct supervisor or Support Service PA.

--	--

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
------	-------	-----------------

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Employee will have daily contacts with other agency personal, and frequent contacts with the general public, community organizations, courts, law enforcement agencies, members of multi-disciplinary teams, community services providers and others to gather additional information, to determine eligibility and conduct reviews.

25. What hazards, risks or discomforts exist on the job or in the work environment?

This employee will be involved in on-going interactions with providers, courts collateral agencies involved with DCF customers. There will be virtually no contact with customers receiving services. The work environment involves normal everyday hazards or discomforts typical of offices, meetings and training rooms.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Personal computer with state access for state data system
Internet
e-mail
Fax Machine
copier
Calculator
Telephone used daily

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Four years experience interviewing, investigating, compiling information, documenting decisions, interpreting guidelines and or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date